

**BY ORDER OF THE COMMANDER
501ST COMBAT SUPPORT WING**

**501 COMBAT SUPPORT WING
INSTRUCTION 24-302**

19 OCTOBER 2012

Transportation

VEHICLE MISHAP/OFFICE USE



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This publication implements AFD 24-3, *Management, Operation and Use of Transportation Vehicles*, 7 July 2010. It establishes the purpose, policies and procedures for an effective wing vehicle mishap program IAW AFI 23-302, *Vehicle Management*, 1 November 2008 and defines Official Use of Government Motor Vehicles (GMV) IAW AFI 24-301, *Vehicle Operations*, 1 November 2008. It applies to all 501 Combat Support Wing (501 CSW) units and subordinate units who operate GMV which are loaded in the On-Line Vehicle Interactive Management System (OLVIMS). This publication does not apply to Air Force Reserve Command (AFRC) Units. This publication does not apply to the Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm.” Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional’s chain of command. This publication may not be supplemented at any level. See Attachment 1 for a Glossary of References and Supporting Information. Requests for waivers must be submitted with justification to publication OPR.

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1. Objective: To establish an effective mishap program and provide guidelines concerning official use of GMV. The goal is to ensure proper identification and reporting of vehicle accidents, incidents, abuse and misuse. It outlines responsibilities, reporting procedures and transfer of funds. Visibility and emphasis are placed at the using unit level and under the direct control of the unit commander to foster better operator care and condition of 501 CSW vehicle fleet. This Instruction does not alter the report of survey process to establish financial responsibility found in AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996.

2. Responsibilities: It is the using unit's responsibility to take the proper action necessary to prevent/resolve applicable actions related to vehicle mishaps or misuse. If the vehicle affected is assigned to an organization other than the using organization, the using organization which has signed out and is operating the vehicle will take responsibility for the applicable actions related to resolution of vehicle mishaps or misuse.

3. Vehicle Accident/Incident procedures.

3.1. The installation/group commander will:

3.1.1. Be the final authority concerning any and all controversies on classification of vehicle abuse, incident, accident or misuse.

3.2. Vehicle Management at each installation will:

3.2.1. Provide accident, incident or abuse estimates, notification memorandums, AF Form(IMT) 20, *Repair Cost and Repairable Value Statement*, SF91, *Motor Vehicle Accident Report* and photos to the using unit/operating commander, Vehicle Control Officer (VCO) or Vehicle Control Non-commissioned Officer (VCNCO), Legal office, Safety offices and Security Forces.

3.2.2. Commence vehicle repairs upon receipt of memorandum releasing the vehicle for repairs from Squadron or Operating Commander.

3.2.3. Provide an AF IMT 20, Repair Cost and Repairable Value Statement, with final repair cost to the Logistics RA, using organization's RA, unit VCO/VCNCO, and using or operating Commander.

3.2.4. Coordinate with the logistics RA to initiate a Journal Voucher (JV) routing it through the using organization's RA for reimbursement of funds listed on the AF IMT 20.

3.2.5. Maintain an open work order in OLVIMS to capture downtime from date/time vehicle was turned in until all required repairs are completed.

3.2.6. Retain possession of the vehicle from the turn-in date until all damage repairs are completed. In emergency situations, approval to release the vehicle back to the using organization must be coordinated with the 501 CSW/LG.

3.3. The Squadron or Operating Commander will:

3.3.1. When deemed appropriate, initiate a preliminary investigation to determine circumstances of the accident, incident or abuse case and evaluate procedures/safety considerations and determine whether a Report of Survey (ROS) should be accomplished IAW AFMAN 23-220.

3.3.2. Notify Vehicle Management immediately for vehicle accident/abuse cases that a preliminary investigation is being initiated. Upon completion of the preliminary investigation, inform Vehicle Management of decision to initiate a ROS and to not begin any repairs until the investigation is completed. Upon completion of the investigation, sign and return notification memorandum to Vehicle Management releasing vehicle for repairs.

3.3.3. If a decision was reached to not pursue a ROS, sign and return accident or abuse notification memorandum to Vehicle Management within seven working days from receipt of the memorandum releasing the vehicle for repairs. NOTE: If a government owned vehicle caused a fatality or was involved in a fatality or an accident with private property the Base Legal Office must release the vehicle before repairs commence.

3.3.4. Ensure funding is available for reimbursement to Vehicle Management for all parts and/or contract repair costs of vehicle damage.

3.3.5. Approve transfer of funding from O&M funds to Vehicle Management. Units may also opt to coordinate payment using a unit Government Purchase Card with Vehicle Management.

3.4. In case of an accident/incident the VEHICLE OPERATOR will:

3.4.1. Off Base Accident: Vehicle accidents will be reported promptly. When operators are involved in GMV accidents, the following will be adhered to:

3.4.1.1. Do not move the vehicle unless directed by proper authorities or it is causing a safety hazard.

3.4.1.2. Assist the injured if possible.

3.4.1.3. Notify local authorities (999), Wing Safety and your unit as soon as possible after the accident occurs. Contact Vehicle Management if the vehicle needs to be towed.

3.4.1.4. If private property or a private vehicle is involved, you will need to fill out 16AF Form 349, *US Armed Forces Motor Vehicle Accident Report*, and Department of Defense (DD) Form 518, *Accident Identification Card*. Fill out the front side of

DD Form 518 and give it to the Police Officer or vehicle operator if police are unavailable.

3.4.1.5. If the accident involves only GMVs the DD Form 518 and 16AF Form 349 are not required.

3.4.1.6. Fill out Standard Form (SF) 91.

3.4.1.7. Upon returning to base, prepare a separate statement of exactly what happened. Inform immediate supervisor of the accident and ensure he/she initiates a USAFE Form 281, *Supervisor's Report of Mishap*.

3.4.1.8. Submit the SF 91, 16AF Form 349 and statement to VCO/VCNCOs or supervisor on shift.

3.4.1.9. Turn the vehicle in to Vehicle Maintenance for inspection within 24 hours of accident, whether or not there is obvious damage.

3.4.1.10. Report U-Drive-it or loaned vehicle damage to SERCO/Vehicle Operations or owning organization VCO/VCNCO within 24 hours.

3.4.2. On Base Accidents: Follow the above procedures but contact the Law Enforcement desk instead of local authorities.

3.4.3. In some cases, members will be required to surrender the AF Form 2293, *US Air Force Motor Operator Vehicle Identification Card* (government drivers license), with the SF 91, to the VCO/VCNCO after the accident. Unit commanders may reinstate the license at their discretion.

3.5. If the vehicle operator is incapacitated, the assigned or using organizations will:

3.5.1. Turn vehicles into vehicle maintenance immediately after being released from the accident scene, if it can be driven safely. The initial responsibility to identify and report accidents rests with the vehicle operator.

3.5.2. Report U-Drive-It or loaned vehicle damage to vehicle operations or owning organization's VCO/VCNCO within 24 hours.

3.5.3. Ensure the VCO/VCNCO or unit commander notify the safety office by phone or email as soon as possible.

3.6. VCO/VCNCO will:

3.6.1. Maintain an accident/abuse case file containing at least, but not limited to the following: SF 91, (not applicable for abuse, unless abuse has caused damage needing repairs), copy of investigation, accident/abuse/incident notification memorandum. This file will be maintained according to the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>, rule 24-03R 13.00 for six years after case is closed. These files will be inspected as part of the annual VCO/VCNCO program assessment.

4. Additional Guidance:

4.1. Vehicles identified for accident/abuse will not be replaced unless the unit falls below Mission Essential level (MEL) for that vehicle type.

4.2. Accidents involving Privately Owned Vehicle (POV) and/Government Motor Vehicle/Equipment (GMV/E):

4.2.1. If a POV/GMV accident occurred, the assigned or using unit will notify VM&A of the accident upon returning the vehicle.

4.2.2. The assigned or using unit will notify the legal office of the accident and provide all supporting documentation regarding the accident, i.e. statements, reports, photos, etc. Additionally, the unit will provide a summary of the accident, to include the parties involved, vehicles involved, time and date, location, and a narrative of the accident. The legal office will process any potential claims in accordance with AFI 51-501, *Tort Claims*

4.3. If a Report of Survey has been initiated on a vehicle accident and the recommendation is made by the investigator to financially assess the responsible individual the staff judge advocate will review the report for legal sufficiency. The approving authority will determine whether or not to actually financially assess; however, if no ROS is processed, the unit commander may take other action. (Ref: AFMAN 23-220, Chapter 18, Paragraph 18.4.2.3. The staff judge advocate will be notified at the earliest).

4.4. Multiple-Unit Accidents (accidents between separate units):

4.4.1. Each unit involved will conduct an investigation. The commanders of the units involved will have final decision authority.

4.5. Personnel must be familiar with and adhere to the safe driving guidelines in Attachment 2.

4.6. Pecuniary Liability: For GMV, reimbursement to the Vehicle Management for repairs due to accidents, abuse or incidents will be made regardless of individual pecuniary liability as assessed through a ROS.

5. Official Use of GMV's

5.1. Unauthorized use of GMV often results in unnecessary expenditure of funds and public criticism. Transportation by a DOD motor vehicle shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.

5.2. Restrict use of all DOD motor vehicles, including those rented or leased, for official purposes only; that is, uses that would further the mission of the Air Force. Providing a government vehicle solely or principally to enhance the comfort or convenience of member(s) is not permitted.

5.3. Refer to Attachments 3 and 4 to determine official use. Questions of official use can also be directed to Vehicle Operations or referenced in AFI 24-301, chapter 3, and attachments 8 and 9. When guidance does not specifically fit a request for transportation, commanders must document answers to the following questions prior to approving the use of a government motor vehicle:

5.3.1. Is the purpose of the trip official (in support of an authorized DOD function, activity, or operation)?

5.3.2. Does the request have the potential to create a perception that will reflect unfavorably on the Air Force or cause public criticism (can it be justified to a taxpayer)?

5.3.3. Will the request impact mission requirements?

5.3.4. Is commercial or DOD scheduled transportation available? It is important to note the Air Force does not provide transportation support that competes with commercial services.

5.3.5. If provided, is GMV transportation the most cost effective method of satisfying the requirement?

5.4. All military and civilian employees need to take appropriate measures to prevent misuse, abuse, or willful acts/omissions that could cause damage to GMVs.

5.5. **Permanent Party:** Official use for active duty personnel includes transportation to or from Air Force scheduled appointments, i.e., dental appointments, commander's calls, urinalysis testing, hospital outpatient appointments, etc.

5.5.1. Personnel conducting official off-base duties are authorized to stop at off-base eating establishments in the immediate vicinity or direct route of the off-base work site. Stopping at private quarters for any reason or stopping for shopping purposes is prohibited. Restrict the use of these vehicles to reputable eating establishments. Reputable is defined as an establishment whose primary purpose is food service and not providing alcohol.

5.6. **Temporary Duty Personnel:** Transportation may be provided between lodgings and duty stations for personnel on temporary duty when public or commercial resources are inadequate or nonexistent. The temporary duty status of an individual does not necessarily justify the use of a DOD motor vehicle. Use of the vehicle will always be predicated on need, distance involved, and other conditions that justify their use. **Note:** When an adequate DOD or commercial bus system is available, the use of any individual motor vehicle or commercial rental car is prohibited. When authorized a GMV may be operated:

5.6.1. Between places where the member's presence is required for official business, or between such places and temporary lodging.

5.6.2. Between places of business or lodging and eating establishments, barber shops, places of worship, laundry cleaning establishments, and similar places required for sustenance of the member.

5.6.3. If used off-base, restrict the use of these vehicles to reputable eating establishments in reasonable proximity to the installation. Reputable is defined as an establishment whose primary purpose is food service and not providing alcohol.

5.6.4. Between places of business or lodging and installation bowling centers, officer and enlisted clubs, gymnasiums or any on-base NAF activity (i.e., golf courses, community centers) facilities required for the comfort or health of the member. Use of motor vehicles for transportation to or from off-base entertainment or recreational facilities is prohibited.

5.7. **Emergency Response Forces.** As a rule, transportation to on-base dining facilities is an individual responsibility. The installation commander may grant authority to personnel requiring emergency or rapid response capability, i.e., security police, firefighting personnel, etc.

5.7.1. The following units are authorized GMV travel to specific on-base dining facilities:

Dining Facility	Security Forces	Fire Department
AAFES Food Courts	Yes	Yes
Bowling Centers	Yes	Yes
Base Clubs	Yes	Yes
Community Activity Centers	Yes	Yes
NYPD (RAF Molesworth)	Yes	Yes

5.8. Reporting GMV misuse:

5.8.1. All suspected GMV misuse allegations need to be submitted to Vehicle Operations.

5.8.2. Be prepared with the following information:

5.8.2.1. Vehicle registration number

5.8.2.2. Vehicle type

5.8.2.3. Where and when the alleged misuse occurred

5.8.2.4. Nature of alleged misuse

5.8.2.5. Unit vehicle belongs to (if possible)

5.8.2.6. Operators Name, Rank, Supervisor (if possible)

5.8.3. Vehicle Operations will conduct a technical assessment of the incident to determine if regulatory official use guidance has been violated.

5.8.4. If official use guidance has been violated, the report will be forwarded to the offender's commander to determine administrative action.

BRIAN T. KELLY, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 7 July 2010

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFI 23-302, *Vehicle Management*, 1 November 2008

AFI 24-301, *Vehicle Operations*, 1 November 2008

Prescribed Forms

N/A

Adopted Forms

AF Form 846, *Recommendation for Change of Publications*, 22 September 2009

AF Form (IMT) 20, *Repair Cost and Repairable Value Statement*, 11 March 2003

AF Form 2293, *US Air Force Motor Operator Vehicle Identification Card*, 1 February 1987

SF91, *Motor Vehicle Accident Report*, 1 February 2004

16 AF Form 349, *US Armed Forces Motor Vehicle Accident Report*, 1 July 2006

DD Form 518, *Accident Identification Card*, October 1978

USAFE Form 281, *Supervisor's Report of Mishap*, 1 November 2008

Abbreviations and Acronyms

GOV—Government Owned Vehicle

O&M—Operation and Maintenance

OPR—Office of Primary Responsibility

POV—Privately Owned Vehicle

ROS—Report of Survey

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Noncommissioned Officer

Terms

Government Motor Vehicle (GMV):—All vehicles or vehicular equipment with an assigned

Air Force registration number loaded in On—Line Vehicle Interactive Management System (OLVIMS).

Vehicle: (AFMAN 23—220, Chapter 18, Paragraph 18.1---is considered to be any piece of equipment that moves on a solid surface either under its own power, towed, or pushed and is used to move people or things. A vehicle can be mounted on wheels, tracked treads, or runners and be of commercial or military design.

Vehicle Accident: When a GMV strikes or is struck by another GMV, non—GMV, object, structure or animal.

Fair Wear and Tear:—The normal expected deterioration of a vehicle or equipment based on its age, usage and life expectancy.

Vehicle Incident:—GMV is damaged, caused by conditions which were beyond the control of an individual. An incident letter will accompany any vehicle turned in for incident damage. Examples of incidents are:

- Rock thrown through the windshield by the tire of a vehicle being followed

- Hail damage

- Damages caused by acts of nature

Vehicle Abuse:—An act or omission that has caused damage, or may cause damage that cannot be attributed to fair wear and tear, accident or incident. Vehicle abuse actions will be initiated for vehicle/equipment damage or failure resulting from:

- Damage while operating a vehicle with insufficient oil or coolant resulting from failure to check levels according to established requirements, or failing to monitor dash instrumentation.

- Damage resulting from operating a vehicle in a manner for which it is not designed or intended.

- Damage resulting from unauthorized wiring, marking or modification of a vehicle.

- Damage that resulted from improperly distributed or secured loads.

- Damage resulting from improperly installed or broken tire chains.

- Damage resulting from failing to clean interior and exterior of vehicle to meet appearance standards.

- Damage resulting from corrosion or oxidation caused by insufficient waxing or operator care.

- Damage resulting from servicing the vehicle with improper fuel or oil.

- Damage resulting from intentional destruction or disfigurement of interior/exterior of vehicle.

- Failure to report vehicle malfunctions, defects or damage to maintenance within 24 hours. A pre-approved delay of this action to satisfy immediate mission need is authorized.

- Operating a vehicle with improperly inflated tires or tires worn beyond serviceable limits.

- Failure to turn vehicle in for scheduled maintenance before an overdue condition exists. Pre-approved rescheduling due to mission is exempt.

Damage resulting from the operator or passenger failing to securely hold doors while opening or closing them in windy conditions.

Tampering with governors or distributors.

Operating vehicle with the parking brakes applied.

Failing to come to a complete stop before reversing direction or placing the vehicle/equipment's transmission gear selector in park.

Attachment 2

SAFE DRIVING GUIDELINES

A2.1. The goal of a vehicle accident prevention program is to reduce the number and severity of vehicle accidents. All units should ensure a viable vehicle accident prevention program is part of the unit's safety program. One way to accomplish this is by incorporating driver safety into your weekly safety briefings. There are six main areas that should be stressed:

A2.2. Regular Vehicle Inspections (at least weekly, or more frequently as needed).

A2.2.1. Tires. Check tire pressure and visually check for damage/abnormalities.

A2.2.2. Lights. Visually check for proper operation.

A2.2.3. Leaks. Visually check for fuel/brake/oil/coolant leaks.

A2.2.4. Engine oil and coolant. Visually check levels.

A2.2.5. Battery. Visually check fluid level, cleanliness, security of hold-down.

A2.2.6. Drive belts. Visually check for fraying or cracking.

A2.2.7. Safety devices. Functionally check operation of seat belts, headrests, and warning lights.

A2.2.8. Instrument, horn, and windshield wipers. Functionally check for operation.

A2.2.9. Brake and steering. Functionally check responsiveness and effectiveness.

A2.2.10. Note any unusual occurrences such as noise, odor, and erratic instruments/operation.

A2.3. Safe Driving Cushion between Vehicles.

A2.3.1. Use the 2-second rule during normal driving conditions and more during inclement weather.

A2.3.2. Never over-drive the distance lit by your headlights.

A2.3.3. Signal your intentions at least 100 feet ahead of intersection. Not signaling your intentions well in advance causes other drivers to make last minute/panic decisions.

A2.3.4. Exercise caution anytime that you are backing a vehicle; use spotters when you cannot see. If no spotter is available, conduct a walk around of the vehicle prior to backing.

A2.3.5. Use mirrors to monitor your surroundings. If you cannot see, use a spotter.

A2.3.6. Ensure you have adequate clearance around vehicles, especially when operating over-sized vehicles or towing equipment. Larger vehicles need a larger area to maneuver.

***Note:** For additional guidance on specific adverse/hazardous road and weather condition requirements, please refer to your group's Traffic Installation Code Instruction.*

A2.4. Expecting the Unexpected.

A2.4.1. Be constantly aware of surroundings and watch for other vehicles. You not only have to deal with decisions that you make, but the decisions of other drivers as well.

A2.4.2. Be attentive to situations that may come up while driving. You are not the only driver on the road.

A2.4.3. Always drive defensively and expect other drivers to do something unexpected.

A2.4.4. Be extra cautious when approaching major roadways, intersections, and areas where vehicles are entering and exiting the roadway. High traffic areas pose a greater risk to all drivers.

A2.4.5. Don't become complacent in familiar areas. Most accidents happen within 50 miles of your home; knowing the area is not an excuse for not paying attention to your surroundings.

A2.5. Weather and Road Conditions.

A2.5.1. Changing weather conditions can degrade road conditions in a matter of seconds.

A2.5.2. Road surfaces can have damaged areas, be prepared for them.

A2.5.3. Use extra time to drive safely during inclement weather conditions and when roadways are damaged or are under construction.

A2.5.4. Use caution on bridges, over passes and shaded areas. They will freeze before and stay frozen longer than other roadway surfaces

A2.6. Rules of the Road.

A2.6.1. Pay attention to traffic signs and obey them. Traffic signs give drivers information to prepare for situations on the road ahead.

A2.6.2. Do not exceed posted speed limits.

A2.6.3. Follow directional arrows in parking lots. Arrows are used in parking lots to control the flow of traffic and to make things safer for everyone.

A2.7. Use of Seat Belts.

A2.7.1. Seat belt use is MANDATORY for all drivers and passengers. Driving privileges may be revoked if not in compliant.

A2.8. Following these tips will greatly reduce the likelihood of being involved in an accident. Also remember that fatigued drivers are more likely to be involved in an accident. Get the rest that you need. Driving tired has the same effect as driving under the influence of alcohol; your reaction times increase making it more difficult to cope with incidents on the road.

Attachment 3

GENERAL OFFICIAL USE RULES

A3.1. General Official Use Rules

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
A3.1.1.	Permanent party personnel, including DOD civilian employees, and approved contractors using government provided vehicles.	Personal errands, sightseeing trips, fishing trips, shopping at local malls, shoppettes, commissaries, recreation centers, banks, ski trips, night clubs/bars, etc.	NOT AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.3. Transportation is limited to official use only and shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.
A3.1.2.	Permanent party personnel, including DOD civilian employees, and approved contractors using government provided vehicles.	Traveling to and from on or off-base quarters.	NOT AUTHORIZED. References: DOD 4500.36-R, Para C4.2.7.5. and Para C4.2.8. EXCEPTION: Only when the military member or DOD civilian employee is specifically authorized domicile-to-duty transportation.
A3.1.3.	Spouses of military members or DOD civilian employees.	Traveling with military member to or from an official function where the spouse will participate in the ceremony.	AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.7.2.1 – C2.5.7.2.4. When there is space available and the size of the vehicle is no larger than required for the performance of the official business.
A3.1.4.	Spouses of military members or DOD civilian employees.	Traveling independently to or from an official function when it is impractical for the official to accompany the spouse enroute.	AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.7.3. Only when the spouse's sponsor is authorized domicile-to-duty transportation and when the spouse's presence at the function is in the best interest of the Government.

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
A3.1.5.	Spouses/dependents of military members or DOD civilian employees.	Traveling to or from medical outpatient or dental appointments.	NOT AUTHORIZED. Reference: AFI 24-301, Para 3.26 and Para 3.27. Only when traveling on a regularly scheduled base mass transportation service on a space-available basis.
A3.1.6.	Military members or DOD civilian employees on Permissive TDY status.	Any purpose.	NOT AUTHORIZED. Reference: AFI 24-301, Para 3.41. Personnel on Permissive TDY are not authorized dedicated transportation support. Space-A transportation services may be used.
A3.1.7.	Military members or DOD civilian employees on funded TDY status.	Travel between billeting and duty location(s) required to conduct official business.	AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.4.
A3.1.8.	Military members or DOD civilian employees on funded TDY status.	Reputable off-base eating establishments in reasonable proximity to the base or off-base lodging.	AUTHORIZED. References: DOD 4500.36-R, Para C2.5.4.2. and AFI 24-301, Para 3.6.3.
A3.1.9.	Military members or DOD civilian employees on funded TDY status.	To or from any off-base entertainment or recreational facilities.	NOT AUTHORIZED. Reference: AFI 24-301, Para 3.6.4.
A3.1.10.	Military members or DOD civilian employees on funded TDY status.	On-base eating establishments, base exchange, barber shops, places of worship, cleaning establishments, fitness centers, and similar places required for the comfort or health of the member.	AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.4.2

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
A3.1.11.	Military members, DOD civilian employees and Spouses.	Invited to attend an off-base function in the community and member is representing the AF.	AUTHORIZED. References: DOD 4500.36-R, Para C2.5.1.1. and AFI 24-301, Para 3.33. When approved by the installation commander or other competent authority (delegated in-writing by the installation commander; typically the Public Affairs officer).
A3.1.12	Permanent party military members or DOD civilian employees.	On-base eating establishments, base exchange, barber shops, places of worship, cleaning establishments, fitness centers, and similar places required for the comfort or health of the member.	NOT AUTHORIZED. References: DOD 4500.36-R, Paras C2.5. and C2.5.10., and AFI 24-301, Paras 3.9. and 3.15. Except when an individual has been authorized a CACV. The installation commander may authorize SFS, Fire Department, ICBM, and alert aircrews GMV transport to on-base military dining facilities.
A3.1.13	Personnel assigned to the base Chapel.	Administrative support, picnics, special groups, social, activities, renewal activities, chapel youth trips or summer camps.	AUTHORIZED. References: DOD 4500.36-R, Para C2.5.5. and AFI 24-301, Para 3.22. Based on appropriated funding, vehicles, and vehicle operators. Support must not pose a detriment to higher priority missions. Chapel representatives will identify agency programs. Directly supported squadron organizations such as orphanages will not be support through APF.
A3.1.14	Dependent children of military members or DOD civilian employees.	Between on or off-base housing areas and the Child Development Center.	NOT AUTHORIZED. Reference: AFI 24-301, Para 3.21.

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
A3.1.15	Civilian organizations.	To military installations to take part in base activities when invited and approved by the installation commander.	AUTHORIZED. Reference: AFI 24-301, Para 3.32.
A3.1.16	Military recruiter.	To transport prospective recruits in connection with interviews, processing, and orientation.	AUTHORIZED. References: DOD 4500.36-R, Para C2.5.9. and AFI 24-301, Para 3.25.
A3.1.17	MWR Support Services.	In support of DOD-authorized MWR programs, Family Service Center programs or private organizations.	AUTHORIZED. Reference: AFI 24-301, Para 3.58. When it can be provided without detriment to the DOD mission and has been approved by the installation commander. Refer to DOD 4500.36-R for specific categories. Use NAF and commercial sources first.
A3.1.18	Retirees.	When serving in an official capacity (usually under orders) for ceremonies, speeches or base visits. Most common requests will be from retired General Officers and CMSgts of the AF.	AUTHORIZED. References: DOD 4500.36-R, Para C2.5.6. and AFI 24-301, Paras 3.33. and 3.58.3.1.3. They are not insured by the government and not allowed to drive a GMV, but can be provided direct transport.
A3.1.19	Retirees.	Under any other circumstance not covered in Rule 18.	NOT AUTHORIZED. References: DOD 4500.36-R, Para C2.5.6. and AFI 24-301, Para 3.57.2.4. They may use scheduled shuttle buses on a space-available basis as category 4.

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
A3.1.20	Phase II students in training.	Dormitories to work center.	AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.4.2. These students are in TDY status. Even though they reside in a dormitory, taxi support is authorized but should be based upon distance involved, and weather conditions.
A3.1.21	Civilians.	When invited by the installation commander or other competent authority (delegated in-writing by the installation commander) to discuss DOD issues.	AUTHORIZED. Reference: AFI 24-301, Para 3.32. These types of requests usually come from wing commander or above.
A3.1.22	Permanent party or TDY military members or DOD civilian employees.	To or from a squadron holiday party, picnic, AF Ball, etc.	NOT AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.1.1. This is not an official function and attendance is optional. Official functions are retirements, commander's calls, change of command ceremonies and retreats (not an all inclusive list).

Attachment 4

OFFICIAL USE RULES FOR TRANSPORTATION TERMINALS

A4.1. Official Use Rules for Transportation Terminals

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
A.4.1.1	Official non-DOD visitors.	Invited to participate in DOD activities. See note 2.	AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.3.1. Individuals are usually invited by a wing commander or higher and may or may not be on funded orders.
A.4.1.2	Personnel authorized domicile-to-duty transportation (to include those authorized domicile-to-duty for field work).	Official travel. See notes 2 and 4.	AUTHORIZED. References: DOD 4500.36-R, Para C2.5.3.1. and Appendix 1.
A.4.1.3	Personnel authorized CACV.	Official travel to commercial terminals (utilizing assigned CACV). See note 4.	NOT AUTHORIZED. Reference: AFI 24-301, Para 3.15. Commanders use their CACV to discharge official duties until their arrival or departure. CACV authority is then transferred to the individual assuming responsibility. See Rule 9.
A.4.1.4	Personnel authorized CACV.	Official travel to military terminals or military aircraft on the installation (utilizing assigned CACV). See note 4.	AUTHORIZED. Reference: AFI 24-301, Para 3.15. Incidental use of CACVs should be exercised reasonably and at no significant cost to the government. Commanders use their CACV to discharge official duties until their arrival or departure. CACV authority is then transferred to the individual assuming responsibility.

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
A.4.1.5	Military members, spouses of military members, DOD civilian employees, spouses of DOD civilian employees or approved contractors.	Official travel and riding space available with a person authorized domicile-to-duty transportation (to include those authorized domicile-to-duty for field work). See note 2.	AUTHORIZED. Reference: DOD 4500.36-R, Para C4.2.4. Passenger carrier must not travel an additional distance as a result of space-available person.
A.4.1.6	Military members, spouses of military members, DOD civilian employees, spouses of DOD civilian employees or approved contractors.	Official travel to commercial terminals in general. See notes 1 and 2.	NOT AUTHORIZED. References: DOD 4500.36-R, Paras C2.5.3.2. - C2.5.3.2.5. See Rule 9.
A.4.1.7	Military members, spouses of military members, DOD civilian employees, spouses of DOD civilian employees or approved contractors.	Official travel but under an emergency situation. See notes 1, 2, and 4.	AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.3.2.2. Emergency situations could include: Commercial ground transportation strikes, natural disasters, enemy attacks, large scale deployments, and military aircraft being diverted to a nearby airfield due to weather, in-flight emergency or an unscheduled runway closure. This is not an all inclusive list. Personal actions or decisions, (i.e., oversleeping, placing POV in storage) do not constitute an emergency situation. When authorized, retain justification in OLVIMS Dispatch Module remarks field for audit and inspection purposes.

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
A.4.1.8	Military members, spouses of military members, DOD civilian employees, spouses of DOD civilian employees or approved contractors.	Official travel but under security requirements. See notes 1 and 2.	AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.3.2.2. Security requirements could include transporting military prisoners, government issued weapons, movement of personnel in high threat environments or increased FPCONs. Your installation Commander may levy increased force protection measures. This is not an all inclusive list.
A.4.1.9	Military members, spouses of military members, DOD civilian employees, spouses of DOD civilian employees or approved contractors.	Official travel and motor vehicle transportation is determined to be essential to the performance of official business, but terminal is located in an area where the following methods of transportation cannot meet mission requirements in a responsive manner: 1. DOD-scheduled bus service. 2. Scheduled public transportation. 3. DOD motor vehicles – (unit assigned). 4. Voluntary use of POV on a reimbursable basis. 5. Taxicab, on a reimbursable basis. See notes 1, 2, 3, and 4.	AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.3.2.3. When modes (listed 1-5 in Rule 9) are not available in a responsive manner, the following methods shall be considered in the order shown and to the extent they are available and capable of meeting transportation requirements: 1. DOD specially scheduled leased or owned bus service. 2. Van pools. 3. DOD motor vehicle centrally dispatched "taxicab" operation. 4. DOD motor vehicles individually dispatched to licensed uniformed Service member or Federal employee. The decision to use the GMV in this situation must be clearly justified and identify factors other than the rank, position, or personal convenience of the traveler. When authorized, retain justification in OLVIMS Dispatch Module remarks field for audit and inspection purposes.
Notes: 1. Reference DOD 4500.36-R, Para C2.5.10. Transportation by a DOD motor vehicle shall not be provided when the justification is based solely on reasons of rank, position, prestige or personal convenience (i.e., generic policies allowing support to wing or group commanders and command chiefs, or individuals of a certain rank/pay grade such as O-6 and above). The Head of the DOD Component concerned exercises authority over civilian personnel. Violations should be reported to the authorizing individual's superior or the IG.			

2. For all rules except 3 and 4, official travel is directed at the transportation to/from commercial or military terminals, domicile or place of employment/primary duty. The Deployment and Distribution Flight Chief/Superintendent is the government vehicle official use approval authority for any request which appears to conflict with or is not sufficiently addressed in any cited governing directives or guidance.
3. Methods of transportation listed which do not meet mission requirements in a responsive manner (see definition in this AFI) must be documented objectively on a case-by-case basis. Requests to provide other GMV support as a result of unresponsive transportation services listed above will be annotated in the OLVIMS Dispatch Module request remarks field and a copy of the justification will be retained for audit and inspection purposes.
4. National Capital Region units refer to DODI 4515.7 and AFDW policy.